



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

DEC 15 2005

**COMPTROLLER'S MEMORANDUM NO. 2005-34**

TO: Heads of Departments

ATTN: Payroll and Personnel Offices

SUBJECT: Wage and Tax Statements for 2005

Employees' Wage and Tax Statements (Form W-2) for calendar year 2005 will be available for pick up by employing departments on January 27, 2006 for distribution to employees on January 31, 2006.

There are no format revisions to this year's Wage and Tax Statements. Employees will continue to receive only one (1) set of the Wage and Tax Statement. Statements will be laser-printed on two separate sheets of paper.

Inquiries from employees concerning the correctness of the information contained on the Wage and Tax Statements are to be handled by the departmental payroll offices. Central Payroll will review the matter only if such inquiries cannot be resolved by the departmental payroll offices. In these cases, the following documents must be submitted to DAGS Central Payroll: a) a photocopy of the Wage and Tax Statement in question; b) a written request from the employee explaining the nature of the inquiry; and c) a memo from the employing department containing its initial research data.

As in prior years, the procedure below should be followed to minimize requests for duplicate statements that have been lost or otherwise not received by employees:

1. Distribute each Wage and Tax Statement as directly as possible to the employee. Be sure the chain of responsibility for delivery can be traced in the event an employee claims non-receipt.

2. If the statement is mailed, make every effort to address it to the employee's current address. Please note that, on some of the statements, your own departmental mailing address is used because the payroll files do not contain the employee's mailing address.

Be sure that mailing requirements are observed as provided for in Comptroller's Memorandum No. 1991-30, dated November 26, 1991. Please type "**RETURN SERVICE REQUESTED**" after the return address on your mailing envelope so that any undelivered statement is returned to you with either an address correction or the reason for non-delivery.

3. Advise employees who have transferred to your department during the year that they will receive one statement, which will include all earnings for the year. Reference to the computer report PRE343 "Department List of W-2 Recipients" will indicate the department payroll number and warrant distribution code ("W-2 PR-DST" column) indicating where the statement was sent.
4. Urge your employees to protect their statements from being misplaced or otherwise lost. There is a \$10 fee assessed to the employee for a duplicate statement. Please be advised that if a personal check is accepted from the employee and it subsequently bounces, due to insufficient funds, etc., we will require that the employing department immediately reimburse DAGS Pre-Audit the \$10 W-2 and the \$15 bounced check fees.
5. Retain statements that are returned as undeliverable in a control file so that requests for duplicates can first be efficiently screened against that file. Following IRS instructions, keep for four (4) years, any employee copies of Forms W-2 that you tried but were not able to deliver. The statements are NOT to be returned to DAGS Central Payroll.
6. Make all requests for duplicate statements to the Comptroller in writing, marked to the attention of the Pre-Audit Branch, Clerical Section. Include the following information for all requests:
  - a. Employee's name.
  - b. Social Security Number.
  - c. Payroll number, and distribution code as indicated in the "W-2 PR-DST" column on the computer report PRE343 "Department List of W-2 Recipients".

- d. The reason for the request.
  - e. The \$10 assessment fee. (Note: Personal checks are to be made payable to the "**Director of Finance**". Any check made payable to the employing department will not be accepted, including checks endorsed to DAGS Pre-Audit.)
7. We will refer requests for duplicate statements that we receive directly from employees to the departmental payroll offices for follow up.

The instructions in this memorandum are intended to provide optimum service to employees, with due regard for the externally imposed deadlines, the volumes involved, and the workloads of departmental payroll offices and our own Central Payroll office. Your help in forwarding these instructions to the responsible office in your department and in ensuring that the instructions are followed are critical to effectively fulfilling your employee needs.

  
RUSS K. SAITO  
State Comptroller



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES

P. O. BOX 119  
HONOLULU, HAWAII 96810-0119

November 26, 1991

COMPTROLLER'S MEMORANDUM NO. 1991-30

TO: Heads of Departments  
FROM: Russel S. Nagata, Comptroller  
SUBJECT: Mailing of Form W-2 for 1991

At a later date, we will be issuing our usual reminder memorandum on the procedures for distributing 1991 Wage and Tax Statements (Form W-2) and for handling subsequent employee inquiries. This present memorandum is directed only to the mailing of Form W-2 and is applicable only in those cases in which Form W-2 is sent to an employee through the U.S. mails. This memorandum is being sent now because of any current mailing preparation that departments may need to do.

It is important that any mailed Form W-2 be sent promptly upon issuance. A Form W-2 should not be held for future mailing, but should be immediately sent to the current or last address of record.

It is also important that the return address on the mailing envelope be the specific address of the office in your department that is responsible for distributing the form. Any returned form must be retained in that office so that all employee inquiries on non-receipt can be efficiently screened against those returned forms. The return address must not be some other program address in the department, and the return address must not be our Central Payroll address.


On the envelope used for mailing a 1991 Form W-2, the employing department must include the following endorsement directly under the employing department's return address:

DO NOT FORWARD

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An undeliverable Form W-2 mailed in an envelope with the above endorsement will be returned to the employing department with either an address correction or the reason for nondelivery.

Please ensure that this information is forwarded to the office in your department that is responsible for the mailing of Form W-2.



RUSSELL S. NAGATA  
Comptroller